

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 24-4**

3 SEPTEMBER 2001

Transportation

VEHICLE MAINTENANCE (WING)

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This checklist reflects Command requirements for the unit-level Transportation function to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to add or delete critical inspection items.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at Attachment 1 as a guide only. AFSPC Checklists **will not** be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

KAI LEE NORWOOD, Col, USAF
Director of Logistics

Attachment 1

VEHICLE MAINTENANCE (WING)

Table A1.1. Checklist.

SECTION 1: VEHICLE MAINTENANCE MANAGER (VMM)/SUPERINTENDENT (VMS)			
MISSION STATEMENT: Checklist used to inspect the economical, reliable, environmentally safe and up-to-date procedures used to keep vehicles safe and serviceable. NOTE: Refer to AFI24-302, Attachment 1 and AFMAN24-307 and AFSPCSUP1, Attachment 1 for complete list of terms, acronyms and abbreviations used in this checklist.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the VMM/VMS ensure repairs are not delayed if there is a possibility of damage to the vehicle or equipment which might compromise safety standards? (AFMAN24-307, AFSPCSUP1, para 2.6.1)			
1.1.2. Are shop tools and equipment safe, serviceable and maintained IAW T.O. 34-1-3? (AFMAN24-307, AFSPCSUP1, para 1.39.3.1)			
1.1.3. Does the VMM/VMS ensure that local maintenance procedures comply with Air Force and MAJCOM maintenance policy? (AFMAN24-307, AFSPCSUP1, para 1.39.5)			
1.1.4. Does the VMM/VMS see that the day-to-day business of the vehicle maintenance activity is properly documented? (AFI24-302, para 1.10)			
1.1.5. At Missile Complex bases, is the VMM aware of the maintenance responsibilities for Payload Tractors (PTs) and Transporter Erectors (TEs)? (AFMAN24-307, AFSPCSUP1, para 1.8)			
1.1.6. Are all Nuclear Certified vehicles (as identified in T.O. 00-110N-16) identified in On-line Vehicle Interactive Management System (OLVIMS)? (AFMAN24-307, AFSPCSUP1, para 1.13)			
1.1.7. Has the VMM developed a Maintenance Operating Instruction (MOI) if they exercise the option to cease the 6 month scheduled maintenance interval? (AFMAN24-307, AFSPCSUP1, para 1.14.4)			
1.1.8. Does the VMM ensure cranes receive complete lift hook inspections annually? (AFMAN24-307, AFSPCSUP1, para 1.14.7)			
1.1.9. Does the VMM ensure that using organizations load test cranes which have had extensive repairs or modifications? (AFMAN24-307, AFSPCSUP1, para 1.14.8)			
1.1.10. Does the VMM perform a final inspection of equipment and sign the AFTO Form 91 prior to forwarding outside LGTM? (AFMAN24-307, AFSPCSUP1, para 1.39.38.1)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are MOIs reviewed and updated as required by the VMM/VMS? Do all assigned personnel acknowledge understanding of the MOIs within 30 days of arrival or when any instruction is changed? (AFI24-302, para 1.4. and AFMAN24-307, AFSPCSUP1, para 1.12)			
1.2.2. Have the VMM/VMS established a program to accomplish seasonal repairs? (AFI24-302, para 2.14.3)			

1.2.3. Is vehicle maintenance using a program of regularly scheduled diagnostic tests to ensure that all engines and emission control devices are maintained IAW technical directives, manufacturer recommendations and state, local and host country laws? (AFMAN24-307, AFSPCSUP1, para 1.29.1.3)			
1.2.4. Are all vehicle parts requisitions, which are deadlined for parts (VDP), approved by the VMM/VMS? (AFMAN24-307, AFSPCSUP1, para 1.39.20)			
1.2.5. Are all cannibalization requests approved or disapproved by the VMM, VMS or delegated authority? (AFMAN24-307, AFSPCSUP1, para 1.39.21)			
1.2.6. Are deficiency reports submitted on deficient parts and materials? (AFMAN24-307, AFSPCSUP1, paras 1.24 and 1.39.31)			
1.2.7. Has the VMM/VMS implemented local procedures to identify and report vehicle abuse and accidents? Does Vehicle Maintenance receive reimbursement for repairs for using organizations? (AFI24-302, para 1.8 and AFMAN24-307, AFSPCSUP1, para 1.28)			
1.2.8. Has the VMM/VMS ensured tire and battery issues and inventory controls are implemented to prevent fraud, waste and abuse? (AFMAN24-307, AFSPCSUP1, para 1.39.35)			
1.2.9. Has the VMM/VMS developed a MOI prescribing which essential repairs can be accomplished without written approval? (AFMAN24-307, AFSPCSUP1, para 1.39.28)			
1.2.10. Do supervisors ensure all personnel receive specialized training in safety, fire protection and health upon initial assignment or when there is a change in equipment, procedures, processes or requirements? Is an AF Form 55, Employee Safety and Health Record , used to document this training? (AFI91-301, paras 7.3 and 7.3.2)			
1.2.11. Is the use of the International Merchant Purchase Authorization Card (IMPAC) authorized by the VMM/VMS? Does its use conform to prescribed directives? (AFMAN24-307, AFSPCSUP1, para 1.39.40)			
1.2.12. Do Materiel Control personnel receive adequate training on both vehicle maintenance requirements and support procedures? (AFMAN24-307, AFSPCSUP1, paras 3.1.4 and 3.1.5)			
1.2.13. Unless excluded, are recapped tires used to the maximum extent possible? (AFMAN24-307, AFSPCSUP1, para A11.1.1, exclusions listed para A11.1.1.2.3)			
1.2.14. Is all work scheduled according to base established priorities, minimum essential levels and customer missions? (AFI24-302, para 2.14.1)			
1.2.15. Are proper labor hour accounting practices enforced (i.e., is work order "padding" prohibited)? (AFMAN24-307, AFSPCSUP1, paras 1.39.16, 6.20.24 and 6.25.8 and Table 2.2, Rule 2)			
1.2.16. Is full advantage being taken of vehicle warranties as outlined in T.O. 36-1-191? (AFMAN24-307, AFSPCSUP1, para 1.39.19)			
1.2.17. At contracted vehicle maintenance locations, does the Quality Assurance Evaluator (QAE) have a continuity book with the minimum required information? (AFMAN24-307, AFSPCSUP1, para 1.39.36)			
1.2.18. Does the VMM review the Annual Scheduled Maintenance Plan? (AFMAN24-307, AFSPCSUP1, para 1.14.5)			

SECTION 2: MAINTENANCE CONTROL & ANALYSIS (MC&A)			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has a scheduled maintenance plan been established and are adjustments made accordingly? (AFMAN24-307, AFSPCSUP1, paras 2.1.3 and 2.2.16)			
2.1.2. Are repairs for Time Compliance Technical Orders (TCTOs) scheduled, tracked, accomplished and recorded? Is HQ AFSPC/LGTV advised via message, letter or electronic means (e-mail or fax) when completed? (AFMAN24-307, AFSPCSUP1, paras 2.2.22 and 2.13)			
2.1.3. Are all special inspections performed and annotated on the AF Form 1828, Vehicle Historical Record ? (T.O. 36-1-191, Chapter 3, para 3.4.4)			
2.1.4. Are vehicles loaded as ASC 48, Retention Only, correctly loaded in OLVIMS and does the VMM approve all repairs prior to their accomplishment? (AFMAN24-307, AFSPCSUP1, paras 2.2.22 and 2.13)			
2.1.5. Does MC&A process, track and report all Service Bulletins (SBs), One-Time Inspections and TCTOs as required? (AFMAN24-307, AFSPCSUP1, para 2.2.3)			
2.1.6. Does MC&A validate the Force Activity Designator (FAD) codes annually? (AFMAN24-307, AFSPCSUP1, para 2.2.29)			
2.1.7. Is the Delayed Maintenance code "L" used correctly? (AFMAN24-307, AFSPCSUP1, para 2.6.4.1)			
2.1.8. Does the VMM validate the MC&A data backup plan annually? (AFMAN24-307, AFSPCSUP1, para 2.1.12)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Are contract maintenance costs, prompt payment discounts or other changes to the original invoice cost entered into the OLVIMS in a timely manner? (AFMAN24-307, AFSPCSUP1, paras 2.9.6.1, 2.9.6.2 and 2.9.6.3)			
2.2.2. Is MC&A forwarding the quarterly (RAQ6T.DA1) file to HQ AFSPC/LGT following the end of each quarter? (AFMAN24-307, AFSPCSUP1, para 2.2.27)			
2.2.3. Are accident repairs separately identified, documented and accurately entered into OLVIMS? (AFMAN24-307, AFSPCSUP1, paras 1.28 and 2.1.4)			
2.2.4. Does MC&A ensure work is authorized? Is the VMM/VMS notified of any estimated repair costs that exceed the one-time repair limit? (AFMAN24-307, AFSPCSUP1, para 2.2.3)			
2.2.5. Are depot repair needs being identified and planned for input IAW T.O. 36-1-191? (AFMAN24-307, AFSPCSUP1, para 2.2.17)			
2.2.6. Does vehicle maintenance identify which vehicles will be replaced (by registration number) with new vehicles and is this information used for repair decisions? Are only minimum essential repairs made to these vehicles? (AFMAN24-307, AFSPCSUP1, para 2.4)			
2.2.7. Are active and inactive contract files maintained? What is the current contract funds status? (AFMAN24-307, AFSPCSUP1, para 2.9.1)			
2.2.8. Is MC&A monitoring downtime of vehicles in commercial repair? (AFMAN24-307, AFSPCSUP1, para 2.9.5)			

2.2.9. Are contractor-operated parts store (COPARS) transactions entered into the OLVIMS daily? Are prompt payment discounts or other financial adjustments entered into OLVIMS? (AFMAN24-307, AFSPCSUP1, paras 2.2.25.2 and 2.10)			
2.2.10. Is the maintenance portion of the operator's inspection guide and trouble report form properly accomplished? (AFMAN24-307, AFSPCSUP1, para 6.17.3)			
2.2.11. Has MC&A, in coordination with accounting and finance, decided on the reimbursable distribution code to assign to each organization and is OLVIMS updated accordingly? (AFMAN24-307, AFSPCSUP1, paras 6.20.3 and 6.47)			
2.2.12. Is the AFIS zip file being sent to Fleet Management monthly? (AFMAN24-307, AFSPCSUP1, para 2.12.3.2)			
2.2.13. Are work orders on the Work Order Master File Status Report removed in a timely manner? Are work orders checked for accuracy when they are on the list for 45 days or more? (AFMAN24-307, AFSPCSUP1, para 2.24.1)			
2.2.14. Is a copy of AF Form 1828 and the last AFTO Form 91, Limited Technical Inspection - Motor Vehicles , filled out when a vehicle is transferred to another base or processed to DRMO? (AFMAN24-307, AFSPCSUP1, para 6.5.1.2)			
2.2.15. If repair costs exceed the one-time repair limit and it is decided that work will not be accomplished and the vehicle is returned to user, are replacement codes "A-D" and Delayed Maintenance code "G" used? (AFMAN24-307, AFSPCSUP1, para 6.20.1 and 6.20.16.1)			
2.2.16. Are nuclear-certified vehicles identified on the master list? (AFCSM 24-1, para 5.3.11.1)			
2.2.17. Are labor hours recorded on an AF Form 1827, Minor Maintenance Work Order , using work order number J9996 for time spent on hazardous/solid waste management, disposal and training? (AFMAN24-307, AFSPCSUP1, para 6.25.2.1)			
2.2.18. Are vehicle replacement costs in OLVIMS verified against T.O. 36A-1-1301? (AFMAN24-307, AFSPCSUP1, para 2.2.25)			
2.2.19. Are controls in place to ensure costs associated with SF Form 44, Purchase Order – Invoice Voucher , and/or IMPAC purchases/services entered into OLVIMS? (AFMAN24-307, AFSPCSUP1, para 2.2.25 and AFCSM 24-1, para 5.3.18)			
2.2.20. Is MC&A recording warranty provisions in OLVIMS using "PZ" transaction for COPARS parts costing more than \$100? (AFMAN24-307, AFSPCSUP1, para 3.20 and Table 2.2, Rule 19, 20 and 21)			
2.2.21. Are all high cost bench stock (HCBS) item costs properly entered into OLVIMS? (AFMAN24-307, AFSPCSUP1, Table 2.2, Rule 8, 9, 10 and 12) Are HCBS prices in OLVIMS verified at least quarterly? (AFMAN24-307, AFSPCSUP1, para 3.74.4)			
2.2.22. If vehicle maintenance is a contracted operation, does the QAE/MC&A ensure contractor indirect costs are entered into OLVIMS? (AFCSM24-1, para 5.3.29.3)			
2.2.23. Are all delayed parts cost(s) (VDP/DELAYED) verified before/during the process of charging them to an open work order in OLVIMS? (AFMAN24-307, AFSPCSUP1, para 2.2.25 and AFCSM24-1, paras 5.3.28 and 5.3.28.2)			

2.2.24. Are controls in place to ensure parts are properly charged in OLVIMS for cannibalization? (AFMAN24-307, AFSPCSUP1, para 2.2.19 and AFCSM24-1, para 5.3.28.2.a.4)			
2.2.25. Are procedures in place to ensure timely receipt of all fuel issue transactions (automated and manual) in OLVIMS? (AFCSM24-1, para 5.3.20 and Atch 5, para 2)			
2.2.26. Are repair costs associated with MGT CODE 5000 work orders forwarded to the owning base MC&A? Is repair cost data received from other OLVIMS sites entered into OLVIMS? (AFCSM24-1, para 5.3.38.10)			
2.2.27. Does MC&A verify the OLVIMS database at least quarterly? (AFMAN24-307, AFSPCSUP1, para 6.2.1.1)			
2.2.28. If assigned, are all repairs to Tunner 60K Aircraft Loaders documented on AF Form 1823, Vehicle and Equipment Work Order , and not AF Form 1827, Minor Maintenance Work Orders ? (AFMAN24-307, AFSPCSUP1, para 4.6)			
SECTION 3: MATERIEL CONTROL			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Is the daily document register used daily to check issues, due-out releases and cancellations? (AFMAN24-307, AFSPCSUP1, para 3.5.1)			
3.1.2. Is a current, up-to-date listing of those personnel authorized to purchase parts posted in the store and is a copy kept in the contract file? (AFMAN24-307, AFSPCSUP1, para 3.13.1)			
3.1.3. Does Materiel Control initiate aggressive follow-up action, supply assistance or supply difficulty action when the estimated delivery date status is inadequate for DEPOT/MI-CAP/VDP items or delayed parts? (AFMAN24-307, AFSPCSUP1, para 3.61.1)			
3.1.4. Does the VMS/VMM assume functional area chief (FAC) responsibilities for COPARS and ensure the COPARS contract terms are met? (AFMAN24-307, AFSPCSUP1, para 3.26.2)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Are bench stocks established to ensure parts needed to support the shop are available? (AFMAN24-307, AFSPCSUP1, paras 3.70 and 3.71) Are they approved by the VMM/VMS? (AFMAN24-307, AFSPCSUP1, para 3.74.1)			
3.2.2. Is the Priority Monitor Report (D18) used to validate all backordered parts? (AFMAN24-307, AFSPCSUP1, para 3.5.2)			
3.2.3. Does Materiel Control have procedures to prevent or control double ordering from base supply and COPARS? (AFMAN24-307, AFSPCSUP1, para 3.6.2)			
3.2.4. Is the controller (MC&A) notified immediately when VDP parts are received? (AFMAN24-307, AFSPCSUP1, para 3.63.1)			
3.2.5. Is positive action taken on delayed parts requests? (AFMAN24-307, AFSPCSUP1, para 3.64)			
3.2.6. Has the VMM/VMS reviewed and approved all special-level requests? (AFMAN24-307, AFSPCSUP1, para 3.9.2)			
3.2.7. Are issued HCBS items documented on the back of the AF Form 1823, Vehicle and Equipment Work Order ? Are HCBS prices adjusted to match the latest M14 and/or COPARS price list at least quarterly? (AFMAN24-307, AFSPCSUP1, para 3.74)			

3.2.8. Is Materiel Control ensuring repair cycle assets are managed and controlled IAW AFM67-1, Vol II, Part Two, Chap 13 and the DIFM concept? (AFMAN24-307, AFSPCSUP1, para 3.77.1)			
3.2.9. Are all parts charges on the SBSS D-22 report verified by Materiel Control to include proper charge code? Are all material costs validated to ensure proper OLVIMS accounting? (AFMAN24-307, AFSPCSUP1, para 3.2.21 and AFCSM 24-1, Atch 4, para A4.7)			
3.2.10. Is Materiel Control updating the due in for maintenance (DIFM) detail record through the repair cycle support section and are discrepancies immediately reconciled? (AFMAN24-307, AFSPCSUP1, para 3.79)			
3.2.11. Is Materiel Control ordering TCTO kits (as needed) on AF Form 2001, Notification of TCTO Kit Requirements , and is copy 3 filed in Materiel Control? (AFMAN24-307, AFSPCSUP1, para 3.82.2)			
3.2.12. Is a status board or automated equivalent used to show the status of all current and outstanding TCTOs? At least monthly, is the TCTO kit Reconciliation and Status Report reviewed? (AFMAN24-307, AFSPCSUP1, paras 3.82.3, 3.82.4 and 3.82.5)			
3.2.13. Are all tools issued by the tool crib controlled by an AF Form 1297, Temporary Issue Receipt , a chit system or other approved method? (AFMAN24-307, AFSPCSUP1, para 3.83.1.3)			
3.2.14. Does Materiel Control maintain a complete list of all tools in the tool crib with all the required information? Is an inventory done annually or when the tool room custodian changes? (AFMAN24-307, AFSPCSUP1, para 3.83.1.5)			
3.2.15. Does Materiel Control ensure tools and precision measuring equipment are scheduled for calibration and certification? Is a visual display board or listing used to keep the current status of Precision Measurement Equipment Laboratory (PMEL) equipment? (AFMAN24-307, AFSPCSUP1, para 3.83.1.6)			
3.2.16. Has the commander designated, in writing, the primary and alternate tool custodian? (AFMAN24-307, AFSPCSUP1, para 3.83.2.1)			
3.2.17. Does Materiel Control ensure individual tool kits are sub-receipted to the section supervisor(s)? (AFMAN24-307, AFSPCSUP1, para 3.83.2.3)			
3.2.18. Is there an inventory management system established for quick reference on all work order residue and are procedures in place to properly charge installed work order residue into OLVIMS? (AFMAN24-307, AFSPCSUP1, paras 3.2.14 and 3.85)			
3.2.19. Is Materiel Control notified when a vehicle is processed to DRMO? Are parts on hand turned in or moved to the work order residue area? (AFMAN24-307, AFSPCSUP1, para 3.86)			
3.2.20. Does MC&A and Materiel Control reconcile all delayed work orders with backorder requests? Is there a one-to-one relationship between parts in bins and parts identified on PCN15? Are all parts either on-hand or have positive status? (AFMAN24-307, AFSPCSUP1, paras 3.2, 3.17.1, 3.68.2.1 and 3.68.2.2)			
3.2.21. Are Deficiency Reports submitted on vehicles? (T.O. 36-1-191, para 7.8)			
SECTION 4: TIRE SHOP			
4.1. CRITICAL ITEMS:	YES	NO	N/A

4.1.1. Is all tire repair equipment in a safe operating condition and properly secured? (AFMAN24-307, AFSPCSUP1, para 4.8.2)			
4.1.2. Is a 4/32 inch tread depth maintained on the tires of missile field support vehicles and front tires of any vehicle with a GVW of 10,000 or greater that operates off-base at speeds greater than 35 MPH? Is the minimum tread depth of 2/32 inches maintained on all other vehicles? (T.O. 36-1-191, para 4.21.1.2) EXCEPTION: All PT and TE will have tires replaced at 6/32-inch tread depth. (AFMAN24-307, AFSPCSUP1, para A11.1.2.2)			
4.1.3. Has the trajectory area for tire inflation been considered? Is the zone considered safe? (T.O. 36-1-191, para 4.33.2.11 and Fig 4-21)			
4.1.4. Is a tire recap program in effect? (T.O. 36-1-191, para 4.22) Has an economic analysis been accomplished? (T.O. 36-1-191, para 4.22.2 and AFMAN24-307, AFSPCSUP1, Atch 11)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Is tire inflation cage, NSN 4910-00-333-3504, in use? If not, does the local safety office approve the restraining cage/barrier? (T.O. 36-1-191, para 4.35)			
4.2.2. Is a regulator, gauge, shut-off valve, service hose and lock-type chuck used to control air when inflating tires? (T.O. 36-1-191, para 4.35.1)			
4.2.3. Are personnel assigned to the tire shop thoroughly trained in all aspects of tire inspection and repair procedures? Has training certification been documented in the appropriate training records? (AFMAN24-307, AFSPCSUP1, para 4.8.7 and OSHA 1910.177)			
4.2.4. Are copies of T.O. 36-1-191 and 36Y32-1-142 available in the tire shop and are personnel familiar with instructions outlined in these publications? (AFMAN24-307, AFSPCSUP1, para 4.8.7)			
4.2.5. Foreign object damage (FOD) tires are no longer used on a routine basis. If they are, does the base FOD control officer validate them? (T.O. 36-1-191, para 4.38)			
4.2.6. Is an AF Form 1823 used to charge new or recapped tires to a vehicle in OLVIMS? (AFMAN24-307, AFSPCSUP1, paras 4.8.5 and 6.25.2.3)			
4.2.6. Is the use of retreaded tires prohibited on ambulances, law enforcement sedans or on the front wheels of buses? (T.O. 36-1-191, para 4.22.3)			
4.2.8. Is man-hour time spent on tire shop stock buildup recorded on an AF Form 1827 using work order number J9998? (AFMAN24-307, AFSPCSUP1, para 6.25.2.3)			
SECTION 5: BATTERY SHOP			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Do personnel handling electrolytes wear protective goggles (with protective sides and front), cuffed gauntlets, rubber gloves, aprons and acid resistant shoes or rubber knee length safety boots? (AFOSH Std 127-66, para 3-2a(6))			
5.1.2. Are facilities provided for quick drenching of eyes and body (eye wash station and shower)? (AFOSH Std 127-66, para 3-2a(13), AFOSH Std 127-66, Appendix 2 and AFOSH Std 127-32, paras 3 and 4a(3))			
5.1.3. Is the battery shop adequately ventilated? (AFOSH Stds 161-2, para 14 and 127-66, para 3-2a(3))			

5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Are permanently installed showers checked to ensure proper operation? (AFOSH Stds 127-32, para 4j and 127-66, Appendix 2)			
5.2.2. Is an AF Form 1823 used to charge new batteries, regardless of cost, to a vehicle in OLIMS? (AFMAN24-307, AFSPCSUP1, para 4.9.5)			
5.2.3. Is running water available to wash down spilled electrolytes? (AFOSH Std 127-66, para 3-2a(11)(d))			
5.2.4. Are racks and trays resistant to electrolytes and made to prevent sparking? (AFOSH Std 127-66, para 3-2a(8))			
5.2.5. Are labor-hours recorded on an AF Form 1827 using work order number J9998 for battery stock buildup? (AFMAN24-307, AFSPCSUP1, para 6.25.2.4)			
SECTION 6: CUSTOMER SERVICE CENTER (CSC)			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Does CSC ensure safety defects are <u>not</u> delayed or deferred? (AFMAN24-307, AFSPCSUP1, para 4.5.5)			
6.1.2. Are final quality control inspections accomplished as determined by the VMM/VMS? (AFI24-302, para 1.4 and AFMAN24-307, AFSPCSUP1, paras 4.5.7 and 4.6.7)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Is the technician in charge of CSC well qualified/experienced in all aspects of vehicle maintenance? (AFMAN24-307, AFSPCSUP1, para 4.5)			
6.2.2. Are the needs of the using organization being considered to avoid unnecessary vehicle down time? Are procedures in place to ensure fast and dependable service is being provided to the user? (AFMAN24-307, AFSPCSUP1, para 4.5)			
6.2.3. Is nonessential work waived as needed? (AFMAN24-307, AFSPCSUP1, para 4.5)			
6.2.4. Is CSC checking to determine if there are any delayed or scheduled maintenance actions due? (AFMAN24-307, AFSPCSUP1, para 4.6)			
SECTION 7: SHOP FACILITIES			
7.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Are requests initiated for the repair, construction, modification and changes to the vehicle maintenance shop using AF Form 332, Base Civil Engineer Work Request ? (AFMAN24-307, AFSPCSUP1, para 4.2.1.2)			
7.2.2. Are labor-hours recorded on an AF Form 1827 using work order number J9999 for repairs to spares or shop equipment? (AFMAN24-307, AFSPCSUP1, para 6.25.5)			
SECTION 8: SHOP PUBLICATIONS			
8.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
8.2. NON-CRITICAL ITEMS:	YES	NO	N/A

8.2.1. Is technical literature (technical orders, service books and lubrication charts) available at all times (paper or electronic media)? (AFMAN24-307, AFSPCSUP1, para 4.3)			
8.2.2. Are required publications, commercial manuals or technical orders on hand or on order for new vehicles in either electronic or paper media? (AFMAN24-307, AFSPCSUP1, para 4.3.2)			
8.2.3. Does shop have T.O. account(s)/requirements established for all T.O.s maintained in the T.O. library(s)? (T.O. 00-5-2, para 1.4.3)			
SECTION 9: TRAINING			
9.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
9.2. NON-CRITICAL ITEMS:	YES	NO	N/A
9.2.1. Are trainees working within their primary AFSC (up to 5 level) and are they instructed by a qualified trainer? (AFMAN24-307, AFSPCSUP1, para 5.4.1.2)			
9.2.2. Have full-time supervisors attended a USAF supervisor's course? (AFMAN24-307, AFSPCSUP1, para 5.4.4)			
9.2.3. Does the training plan include training for qualified mechanics in new or improved troubleshooting techniques, shop and test equipment and advanced vehicle systems? (AFMAN24-307, AFSPCSUP1, para 5.2.1)			
SECTION 10: VEHICLE DEFERRED FOR PARTS (VDP) LINE AND TEMPORARY STORAGE OF VEHICLES			
10.1. CRITICAL ITEMS:	YES	NO	N/A
NONE			
10.2. NON-CRITICAL ITEMS:	YES	NO	N/A
10.2.1. Is a locally fabricated or automated placard displayed on vehicles with all required information? (T.O. 36-1-191, para 8.10 (Note) and AFCSM24-1, para 5.3.25)			
10.2.2. Are VDP vehicles properly processed for temporary storage? (T.O. 36-1-191, para 8.10)			
SECTION 11: PAINT SHOP			
11.1. CRITICAL ITEMS:	YES	NO	N/A
11.1.1. Do respirators worn by painters during spray operations meet National Institute of Occupational Safety and Health (NIOSH) requirements? (T.O. 36-1-191, para 2.21.1)			
11.1.2. Are matches, lighters or other spark/flame producing devices prohibited in or adjacent to the spray booths? (T.O. 36-1-191 para 2.21.3 and AFOSH Std 127-17, para 5e(6))			
11.1.3. Do all electrical installations meet the requirements of NFPA Std No. 33 and National Electric Code No. 70? (T.O. 36-1-191, para 2-21.6 and AFOSH Std 127-17, para 4f(1))			
11.1.4. Is protective clothing available and used in the paint shop when painting is in progress? (AFOSH Std 127-17, para 4a(6))			
11.2. NON-CRITICAL ITEMS:	YES	NO	N/A
11.2.1. Are paint supplies which are authorized in the paint room stored in a ventilated metal cabinet? (T.O. 36-1-191, para 2-21.7)			

11.2.2. Does the paint booth meet the requirements of NFPA Std No. 33 and AFOSH Std 161-2, Section C, para 4 and Fig 4-5? (NFPA Std No. 33 and AFOSH Std 161-2, Section C, para 4 and Fig 4-5)			
SECTION 12: REFUELING			
12.1. CRITICAL ITEMS:	YES	NO	N/A
12.1.1. Does the refueling maintenance supervisor enforce the two-person concept? (AFOSH 127-30, para 9-2g(8))			
12.2. NON-CRITICAL ITEMS:	YES	NO	N/A
12.2.1. Are new hoses certified as hydrostatically tested prior to receipt and installation? Are hoses that are installed on R-11 refuelers and utilized for hot/ice refueling removed from service every six months and hydrostatically retested? (T.O. 37A-1-101, para 9-2, 37A-1-101S-25, para 2B(1) and T.O. 00-20B-5, para 2-4)			
SECTION 13: SHOP SAFETY			
13.1. CRITICAL ITEMS:	YES	NO	N/A
13.1.1. Are authorized flammable materials stored in proper enclosures? (AFOSH Std 127-43)			
13.1.2. Is the wear of loose clothing, rings and other jewelry prohibited for personnel working on or around equipment and vehicles? (AFOSH Std 127-66, Atch 1, paras 1 and 2)			
13.2. NON-CRITICAL ITEMS:	YES	NO	N/A
NONE			
SECTION 14: SHOP VENTILATION			
14.1. CRITICAL ITEMS:	YES	NO	N/A
14.1.1. Is flexible tubing attached to vehicle exhaust pipes to carry carbon monoxide fumes directly to the outside when in a closed shop and is air flow adequate for gasoline and diesel engine operations? (AFOSH Std 161-2, Section C, para 7 and Tables 7-1 and 7-2)			
14.2. NON-CRITICAL ITEMS:	YES	NO	N/A
NONE			
SECTION 15: WELDING			
15.1. CRITICAL ITEMS:	YES	NO	N/A
15.1.1. Are only qualified personnel engaged in or exposed to welding, cutting or brazing activities? Are they using protective equipment to include eye/face protection, head, feet, body, arm and hand protection? (AFOSH Std 91-5, para 2.1.3 and AFOSH Std 91-31)			
15.2. NON-CRITICAL ITEMS:	YES	NO	N/A
NONE			
SECTION 16: MACHINE SHOP			
16.1. CRITICAL ITEMS:	YES	NO	N/A
16.1.1. Is protective clothing/equipment available and used by machine shop personnel? (AFOSH Std 127-31, para 5b and 127-12, para 1-4d(8))			

16.1.2. Is eye/face protective equipment provided where there are hazards from flying objects, dust, vapors, glass, radiation, splashing or any combination of these? (AFOSH Std 127-31, paras 2f and 5d)			
16.2. NON-CRITICAL ITEMS:	YES	NO	N/A
16.2.1. Are listings maintained in the immediate vicinity of each machine or piece of equipment indicating those individuals who can operate and maintain the item? Do they signify supervisor certification? (AFOSH Std 127-12, para 1-4d(7))			
16.2.2. Are personnel trained by the supervisor/designated trainer on all machinery or equipment they are required to use? (AFOSH Std 127-12, para 1-4c)			
SECTION 17: NUCLEAR SURETY INSPECTION			
17.1. CRITICAL ITEMS:	YES	NO	N/A
17.1.1. Have modifications to nonspecialized equipment that could impact the item's primary structure, electrical and hydraulic power systems, load bearing capability, steering and braking capability or positive control features received design certification? (AFI91-103, para 4.1)			
17.1.2. Have any changes resulting in noncompliance with specific AFI91-107 directed design criteria received design certification? (AFI91-103, para 4.1)			
17.1.3. Have field units desiring to make changes to certified nonspecialized equipment been identified in writing to include a complete description of the proposed change and forwarded for approval to the operational MAJCOM safety office? (AFI91-103, para 12.1)			
17.2. NON-CRITICAL ITEMS:	YES	NO	N/A
17.2.1. Do all modifications meet the appropriate design requirements in AFMAN91-118, Chap 3, Section B?			